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IDEA-0095-69

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27 February 1969

MEMORANDUM FOR: Director of Special Activities

SUBJECT: Trip Report for Period 12 through
31 January 1969

1. During the period 12 through 31 January 1969 the undersigned visited [REDACTED] that provide support to OSA operations; and (c) consulted with the Deputy DetCo and Chief, Support of the Edwards Detachment.

2. The purpose of the visit was to obtain an updating pertaining to manpower, money, and general administrative problems affecting OSA's activities.

3. Contained below are significant items which require action either by the component visited or by Headquarters components concerned:

A. [REDACTED]

(1) Manpower: Due to ceiling and BALPA limitations, it was suggested during the visit and agreed to by the DetCo, C/M, C/Supply, and C/Security [REDACTED] that two (2) stock control positions, currently being fulfilled by two (2) supply sergeants, could be abolished and accomplished by the assignment of two (2) or more qualified [REDACTED] supply personnel. This arrangement has proven acceptable elsewhere throughout

[REDACTED] from a security and workload viewpoint. Security requirements governing classified documentation and transitioning of personnel could be accomplished within six to 10 months thereby making available two ceiling positions which could be put to greater use at [REDACTED]. It was further agreed that upon completion of the above action by [REDACTED] arrangements would be made to reallocate the two (2) positions as follows:

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Excluded from automatic
downgrading and
declassification

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The DetCo and his senior staff were consulted and have concurred with respect to the abolition of the special payment authority provided an alternative solution could be developed. It was proposed and accepted by the DetCo that [REDACTED] request approval of the DD/S to authorize payment of approximately \$4.00 per diem rate under the provision of [REDACTED] and seek special exemption for deducting Basic Allowance for Subsistence (BAS) from enlisted personnel pay, which would place all personnel on an equal per diem basis. It was felt that this arrangement would be satisfactory and in addition would be more manageable to administer.

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Action will be taken by this office to seek appropriate authorization for such changes.

(4) Supply/Motor Pool Facilities: A review of records and facilities which were discussed with the DetCo and D/M [REDACTED] reflected the following:

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(a) Gasoline Tanker: Due to the lack of control governing receipts and issues of gasoline, [REDACTED] personnel are planning to request authority to purchase and install an underground fuel tanker including a fuel pump for dispensing gasoline. Once installed, gasoline can be inventoried and accounted for by receipt and issues.

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(b) Vehicle Gasoline Consumption: Vehicle gasoline consumption records will be established to reflect issues of gasoline for each vehicle. This procedure will be used to periodically determine mileage usage for each vehicle based on gasoline consumed.

(c) Bench Stock Items: Due to the various items of bench stock items issued to the motor pool maintenance shop, informal records of items received, on hand, and issued will be maintained for replenishment purposes.

(d) Battery and Tire Records: Documentation for turn-ins of batteries or tires will be attached to the appropriate issue document for the corresponding items. Serial numbers of tires will be recorded on such documentation. This procedure will provide a control for the issuance and disposal of corresponding items and will eliminate to a large degree possibility of pilferage.

(a) One (1) CTR PCS [REDACTED] thereby eliminating periodic TDY personnel from [REDACTED] to perform communication functions which cannot be accommodated otherwise due to BALPA limitations; and,

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(b) One (1) maintenance supply sergeant PCS [REDACTED] which would also eliminate the need for [REDACTED] providing TDY personnel to perform BTL maintenance requirements due to [REDACTED] BALPA limitations.

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A fallout of the above arrangement would be the deletion of one (1) CTR slot at [REDACTED] which could be utilized for other pressing requirements within OSA.

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(Recent cable traffic--[REDACTED] 5973--negates the above proposal, primarily due to security and workload factors.)

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(2) Budget: [REDACTED] previously committed \$23K surplus funds during the first half FY 69. It was suggested that they further analyze their funding needs for the latter half of FY 69 and determine if additional surplus funds could be identified. In the event programmed sorties (18) are not met, this would considerably reduce funding required for courier trips and realize an additional surplus approximating \$15K [REDACTED] 0277 dated 11 February 1969).

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(3) Special Monthly Allowance Personnel: The special authority contained in [REDACTED] dated 30 May 1967 approves a monthly subsistence payment of \$90.00 in lieu of per diem, provided that the individuals involved adhere approximately to guidelines of five and one-half days and two nights each week at [REDACTED]. Otherwise, individuals who do not adhere approximately to this guideline for leave, TDY to other areas, or other reasons, an appropriate reduction in the \$90.00 allowance will be made for that month.

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Implementation of this policy has become overly complicated to administer and has created morale problems inasmuch as it benefits some personnel who meet the specified criteria and disqualifies others who fall short of the guidelines contained in the special authority. For those who do not meet the criteria, we have provided some form of compensation and, in such instances, subject to concurrence of both the Audit and IG offices, we have applied Agency Regulation [REDACTED]

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(e) Issuance of Personal Items: A control file will be established to reflect the names of graded personnel receiving personal items such as watches, parkas, sun glasses, etc.

(5) Club Facility: Although the club has netted a profit during each month of operation, it was suggested an inventory control of liquor (by quantity and alcoholic content) and use of a cash register be established which would enhance the control of club assets. The DetCo was advised of this matter and indicated that he would examine the present controls in force at this time.

(6) Protection of Government Funds: DetCo agreed to assign, without delay, one escort officer to accompany the Finance Officer whenever funds are carried to or from the Base. This arrangement will comply with appropriate Agency requirements.

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(8) Inspection of Fire Extinguishers: The [redacted] Base is providing semiannual inspection of fire fighting equipment in accordance with Agency Regulations. The last inspection was accomplished during October 1968.

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(9) Maintenance of Narcotic Inventory Control Records: Narcotics inventory control records are being maintained in accordance with Agency Regulations.

(10) Time and Attendance Reports (T/AR): Procedures involved in preparation and processing of Time and Attendance Reports appear to be under adequate control. Each T/AR is reviewed by the Chief of Support and approved and signed by the Executive Officer. In the event of authorized overtime, the DetCo approves and signs each T/AR involved. The [redacted] overtime policy includes a provision to provide compensatory time off in lieu of overtime which is in accord with Agency Regulations.

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(11) Special Housing Authorization: OSA' Special Housing Authorization approved by the DD/S grants authority for [REDACTED] personnel up to a maximum monetary limitation of \$3500 per dwelling. Based on comparisons for the period August-December 1968 between average expenditures for rentals less deductions for military quarters allowances, and allowances as specified in the Joint Travel Regulations (JTR's) and Standardized Government Regulations, there appears to be no need for the special authority since [REDACTED] is managing their housing assignments well within the limitations specified in the JTR's and Standardized Government Regulations.

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It is recommended that a review be made at the end of this calendar year to determine the necessity for continuing with retention of the Special Authorization. If no need exists, it would be preferable that OSA initiate action for requesting cancellation of our special authority.

(12) Requirement for Post Engineer: There appears to be a need for a post engineer to assume responsibility for [REDACTED] Base maintainence. This function is presently being performed by the Chief, Avionics Division, DM, who recommends these responsibilities not be performed by his activity. The Chief, Avionics, indicated his desire to retire and volunteered his services to fill this position in the event approval is granted by Headquarters. He did, however, request consideration for conversion to Tech Rep status under Lockheed auspices. He was advised that we would consider such a proposal upon receipt of a written justification from DetCo [REDACTED] however, it was indicated that if approved, special financial benefits normally provided Tech Reps would not be authorized. This matter was conveyed to DetCo [REDACTED] for his action.

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(13) All other items contained in IDEA-0092-69 dated 6 January 1969 (Tab I) were reviewed. There were no apparent problems involved, therefore no comment will be made with respect to such items.

B. [REDACTED]

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The loss of our [REDACTED] as of 30 September 1969, resulting from the recent BALPA reductions will leave a major gap in support of OSA

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operations. Since it would be near impossible to
reinstate this BALPA position, action will be taken
to explore via [REDACTED] Office the use of
cleared Air Force personnel [REDACTED] to conduct our
business.

C. DETACHMENT G:

Prior to return from the West Coast, I met with
the Deputy Commander, [REDACTED] Det G, and discussed
all items contained in Tab II. Action pending in
response to each item will be accomplished by this
office.



Comptroller
Office of Special Activities

Compt/OSA [REDACTED]

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